PO Admin Checklist

ORIGIN CODES CHECKLIST

The PO Administrator will maintain the origin codes. ***The PO Administrator should also be the one who decides which origin codes are used for agency personnel when requesting new roles or changes to purchasing roles***. This comes into play when SFN 54418 is used for security changes: http://www.nd.gov/eforms/Doc/sfn54418.pdf.

Origin codes may be set up to correspond to divisions within an agency. They are used to identify how approvals flow through workflow. Workflow allows the approval of a requisition, purchase order, or voucher to flow from one person to another. Origin codes also allow prior purchase approval such as IT, microfilm, postage meter purchases, and requests to purchase that need to be sent to the State Procurement Office or Information Technology Services.

Navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > PO Origin Codes*

1. Click the **Add a New Value** Tab

2. Select/Verify the SetId (Business Unit).

3. Enter a 3 digit numeric identifier.

4. Click **Add**.

5. Enter a Description in the **Desc** field.

6. Enter a Short Description in the **Short Desc** field.

7. Click **Save**.

Modifying Origin Codes

The numeric value of an Origin Code cannot be changed or deleted. You can only update the description, short name, and any Department number attached.